



Rio Arriba County Detention Center (RACDC) POLICY AND PROCEDURE MANUAL PREFACE

Rio Arriba County Detention Center, (RACDC) has developed and published the policy and procedure manual to provide its' employees with the guidance needed to successfully accomplished their mission to provide the facility the required services and meet State and Federal requirements.

The RACDC Manual is managed and overseen under the direction of the Detention Administrator. The Detention Administrator will consult the county manager and the County Board of Commissioners as deemed necessary.

The Manual has been reformatted, restructured, and edited to better and more effectively present the information to Detention personnel. The reformatting was to improve readability and presentation of the requirements, while the restructuring is to provide ease in locating the information. The Manual is broken into individual policies (RACDC) and includes the associated Appendices so they can be efficiently and timely updated and more cost effectively managed. Additionally, a change log has been added to better communicate the changes – what RACDC policy/procedure was changed, summary of the change(s), the date the change became effective, and when appropriate who and how the change was approved.

To effectively manage the Manual the Detention Center has implementing a “graded approach” to change control and who must approved the changes. The County Board of Commissions must ratify any new addition and any significant changes that impact cost of implementation, employee term and conditions, the image and the position the Detention Center takes on key operational matters, etc. For changes of lesser significance or required clarification of policy the Detention Administrator will approve the changes, at the County Managers discretion it can be raised to the County Board of Commissions. To correct editorial errors, such as misspellings, punctuation, and/or word changes those changes can be made at the discretion of the Administrative Assistant IV. This approach will ensure that the County Detention Center and its employees have the most to up to date information available.

The change log will be the methodology used to communicate the specific changes made and approved. All previous versions of the RACDC's and Manual, going forward from this revision, will be archived by the Administrative Assistant IV in order to make sure previous versions are available to address question or legal inquires as required. The archival copies will be held per the guidance of Legal Counsel and State records management criteria.

All Detention Personnel are expected to read and understand the expectation outlined in the Manual. Any employee who does not understand or is not clear of the



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expectation is expected to ask for clarification through the chain of command or to address their questions or concerns to the Administrative Assistant IV.